Ongoing Education Documentation

Documentation of ongoing education is required for all UMHS employees. This can include formal classes, training, in-services, workshops, discussion groups, attendance at employee forums, participation in Quality Improvement Brown Bag Sessions, attendance at informational staff meetings, job specific videos viewed or books read, online learning modules and self-study quizzes, demonstrations, precepting and mentoring. If there are examples in MLearning, place the MLearning Ongoing Education Template in the blue folder. Keep only the last 3 fiscal years documentation in the folder.

If an employee has been here less than three (3) years, you can answer “Yes” to this audit question if they have as many years as their length of employment allows.

- [MLearning Ongoing Education Template](#)